

**U.S. Department of Justice**

United States Trustee  
Northern and Eastern  
Districts of California and Nevada

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Office of the United States Trustee  
235 Pine Street, Suite 700  
San Francisco, CA 94104

Phone: (415) 705-3333

Fax: (415) 705-3379

**341 MEETING CD DUPLICATION PROCEDURE**

1. Complete the "CD DUPLICATION REQUEST FORM" below.
  2. Provide us with **blank CD**. **NO EXCEPTIONS.**
  3. Provide us also a **self-addressed STAMPED envelope** to send the copied CD directly to you unless other return delivery is noted.
  4. Please allow 7 working days for completion and delivery. **There is no fee for service provided.**
  5. **No written transcript is provided.**
  6. Please call the Office of the U.S. Trustee and ask for Edgar if you have any additional questions at (415) 705-3333.
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**CD Duplication Request Form  
(Type or Print)**

**Name of Requestor:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**City/State/Zip:** \_\_\_\_\_ **Telephone (\_\_\_\_)** \_\_\_\_\_

**Case Name:** \_\_\_\_\_ **Case No.** \_\_\_\_\_

**Date of Hearing:** \_\_\_\_/\_\_\_\_/\_\_\_\_ **Time:** \_\_\_\_\_ **Venue (SF or SR)** \_\_\_\_\_

**Bankruptcy Case (please mark):** Chapter 7 \_\_\_\_ Chapter 11 \_\_\_\_ Chapter 12 \_\_\_\_ Chapter 13 \_\_\_\_

**Last Name of Trustee:** \_\_\_\_\_ **CD Track No.:** \_\_\_\_\_ (for US Trustee use only)

